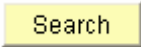

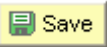


Employee Suspension

A permanent classified employee may be suspended for disciplinary purposes for a period not to exceed 30 calendar days. A suspension for an exempt employee shall not be less than the employee's work week of 7 consecutive 24 hour periods, or multiples of such work week unless the suspension is in good faith for an infraction of a safety rule of major significance. K.S.A. 75-2949

How To: Enter an employee suspension and select an Action/Reason.

| | |
|--------------------------|---|
| STEP 1: | Select the menu items in the following order: Workforce Administration > Job Information > Job Data |
| Expected Results: | Job Data search page displays. |
| STEP 2: | Enter the Employee ID in the EmplID field. Click  |
| Expected Results: | Work Location page displays. |
| STEP 3: | Click  to add a row. |
| Expected Results: | A new Job Data row is added with the current date in the Effective Date field. |
| STEP 4: | Change the Effective Date to the date of the employee suspension. |
| Expected Results: | The field updates after tabbing out or clicking on another field. |
| STEP 5: | Select Suspension from the drop down list in the Action field. |
| Expected Results: | Suspension displays in the Action field and the Reason field becomes blank. Payroll Status changes to Suspended. |
| STEP 6: | Select the appropriate Reason from the drop down list next to the Reason field. |
| Expected Results: | Reason displays. |
| STEP 7: | Click  |
| Expected Results: | |